



18VERF
 Financial Aid Office
 Parker Hall
 Carrollton, Georgia 30118-4600

2017-2018 Verification Form

Student Name: _____ **UWG ID#** _____

The Department of Education has selected your application for verification review. The University of West Georgia will be comparing information from your Free Application for Federal Student Aid (FAFSA) with this worksheet and IRS data. Federal regulations authorize us to request and review this information before disbursing federal aid. If there are any differences between your FAFSA information and the documents, UWG will transmit any necessary corrections or updates.

ALL SECTIONS BELOW MUST BE COMPLETED.

SECTION A: HOUSEHOLD INFORMATION

1. Indicate your dependency status and complete the household chart. *You are considered dependent if you were required to provide parental information on your FAFSA.*

<input type="checkbox"/> Dependent Student: List the people in your parent’s household excluding foster children. Include: <ul style="list-style-type: none"> Yourself (regardless of where you live) The parent(s) (including their current spouse) Siblings and any dependents IF your parent will provide more than half of their support from July 1, 2017 through June 30, 2018. 	<input type="checkbox"/> Independent Student: List the people in your household excluding foster children. Include: <ul style="list-style-type: none"> Yourself (regardless of where you live) Your spouse, <i>if you are married</i> Dependent children Other dependents IF they live in your household and you or your spouse will provide more than half of their support from July 1, 2017 through June 30, 2018.
---	---

- Include all members of your household, their date of birth, and relationship to you.
- If anyone listed will be enrolled at least half-time in a degree or certificate program between July 1, 2017 and June 30, 2018, please include the name of the college they will be attending.

	FULL LEGAL NAME (as shown on SS card)	Date of Birth	Relationship (to student)	Name of College
1			Self/Student	University of West Georgia
2				
3				
4				
5				
6				
7				
8				
9				
10				

If additional space is needed, continue this table on a separate page with the student’s name and UWG ID# at the top.

SECTION B: INCOME INFORMATION

STUDENT:

Check only one of the boxes below, then...	Submit the following document(s)
<input type="checkbox"/> I filed a 2015 IRS Income Tax Return	Update FAFSA online by selecting IRS Data Retrieval option, if eligible, OR submit your 2015 IRS Tax Return Transcript – see attached instructions (page 3)
<input type="checkbox"/> I worked but am not required to file a 2015 Federal Income Tax Return	<ul style="list-style-type: none"> • 2015 IRS Wage and Income Transcript – see attached instructions (page 3) • 2015 Verification of Non-Filing Letter from IRS – see attached instructions (page 3)
<input type="checkbox"/> I did not work and was not required to file a 2015 Federal Income Tax Return	2015 Verification of Non-Filing Letter from IRS – see attached instructions (page 3) You <i>may</i> also be required to complete a Household Expenses Worksheet.

PARENT/SPOUSE:

Check <u>only one</u> of the boxes below, then...	Submit the following document(s)
<input type="checkbox"/> I filed a 2015 IRS Income Tax Return	Update FAFSA online by selecting IRS Data Retrieval option, if eligible, OR send us your 2015 IRS Tax Return Transcript – see attached instructions (page 3)
<input type="checkbox"/> I worked but am not required to file a 2015 Federal Income Tax Return	<ul style="list-style-type: none"> • 2015 IRS Wage and Income Transcript – see attached instructions (page 3) • 2015 Verification of Non-Filing Letter from IRS – see attached instructions (page 3)
<input type="checkbox"/> I did not work and was not required to file a 2015 Federal Income Tax Return	2015 Verification of Non-Filing Letter from IRS – see attached instructions (page 3) You <i>may</i> also be required to complete a Household Expenses Worksheet.

SECTION C: SIGNATURES

By signing this form, you agree to provide additional information to verify the accuracy of your information on the FAFSA if needed. This information may include U.S. or state income tax transcripts that you filed. If you purposely give false or misleading information, you may be fined, sent to prison, or both.

ELECTRONICALLY GENERATED SIGNATURES CAN NOT BE ACCEPTED.

Student Signature: _____ **Date:** _____

Parent Signature (if dependent): _____ **Date:** _____

(Must be signed by parent whose information is provided on the FAFSA)

Please allow 24-48 hours for documents to be posted on Banweb and/or to confirm receipt.

INFORMATIONAL PURPOSES ONLY – DO NOT SUBMIT THIS PAGE

Instructions for Requesting Tax Documents from IRS

IRS Data Retrieval Tool

1. Log-in to your FAFSA at www.fafsa.gov
2. Select “Make Corrections”
3. Click on the “Financial” tab
4. Select that you (or your parents) have “Already Completed” taxes
5. Click the “View Options to Link to the IRS”
6. Click “Link to IRS”
7. Select “OK” at the prompts
8. Complete by entering all information *exactly* as it appears on your tax return
9. Click “Submit”
10. Review the information for accuracy, then check the box next to “Transfer my Tax Information”
11. Click “Transfer Now”
12. Go to the end of your FAFSA and sign with your FSA ID
13. Click “Submit”

IRS Tax Return Transcript

1. Go online to www.irs.gov
2. Under the “Tools” selection, select “Get a tax transcript”
3. Select “Get Transcript Online” to request a PDF copy of your Tax Return Transcript
 - a. If you are unable to use “Get Transcript Online”, select “Get Transcript by Mail” to have your Tax Return Transcript mailed to you. Please note this option takes 5-10 business days to be mailed.
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Tax Return Transcript

Wage and Income Transcript

1. Go online to www.irs.gov
2. Under the “Tools” selection, select “Get a tax transcript”
3. Select “Get Transcript Online” to request a PDF copy of your Wage and Income Transcript
 - a. If you are unable to use “Get Transcript Online”, select “Get Transcript by Mail” to have your Wage and Income Transcript mailed to you. Please note this option takes 5-10 business days to be mailed.
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Wage and Income Transcript

Verification of Non-Filing Letter

1. Go online to www.irs.gov
2. Under the “Tools” selection, select “Get a tax transcript”
3. Select “Get Transcript Online” to request a PDF copy of your Verification of Non-Filing Letter
 - a. If you are unable to use “Get Transcript Online”, select “Get Transcript by Mail” to have your Verification of Non-Filing Letter mailed to you. Please note this option takes 5-10 business days to be mailed.
 - b. If you are unable to use the “Get Transcript Online” and “Get Transcript by Mail”, you will need to complete and submit an IRS Form 4506-T (<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>) to the IRS. **Please check box 7 to request a Verification of Non-Filing Letter.**
4. Follow the prompts given to register a username
5. Once registered, be sure to request your Verification of Non-Filing Letter